



Mission Support Alliance

Statement of Work

Title: Fire System Maintenance Preventative Maintenance Coordinator

Revision Number: 1

Date: 12/13/2016

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, LLC. (Buyer/MSA) Hanford Fire Department provides Emergency Services and ready-to-serve maintenance services under a centralized management structure. Fire System Inspection, Testing & Maintenance Services include Fire System Maintenance, Testing Services and Work Control which are critical to the successful completion of the Hanford Site mission. Combining these service areas under a single management structure allows the organization to provide the “right level” of service for these crucial Site assets while increasing efficiencies and reducing customer costs.

The Subcontractor is required to provide staff augmentation support as set forth herein.

2.0 OBJECTIVE

Provide the resources necessary to perform Preventative Maintenance Work Control activities in support of required maintenance for Fire Systems on the Hanford Site. The desired outcome of these activities is a skilled, safe, and cost effective method of ensuring preventative maintenance activities are developed and coordinated in support of customer objectives.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall provide a qualified and experienced Preventative Maintenance Coordinator, who is knowledgeable of preventative maintenance work processes and ensuring work packages are prepared and closed out as requested by the Buyer Technical Representative (BTR) to perform tasks including but not limited to the following:

- Develop preventative maintenance work package for Fire System Maintenance activities.
- Ensure that work instructions and data sheets are correct, necessary permits are current and included in the work package and all necessary approvals are obtained.
- Close completed data sheets and resolve issues identified during the performance of the activities with the technical authority.



Mission Support Alliance

- Perform post work review and closure of the work packages ensuring work record and package comments are resolved prior to package closure.
- Provide support in processing emergency impairments, system restrictions and deficiency notifications.
- Collect, analyze, and interpret data in order to develop and implement solutions to problems encountered.
- Communicate with crafts as well as other levels of personnel.

4.0 REQUIREMENTS

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

Subcontractor shall operate to MSA policies, procedures and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Provisions, SP-5, will apply to Subcontractor personnel.

4.1 Engineering Requirements

Unless identified by the Buyer, it is the Subcontractor's responsibility to identify all applicable codes or standards that apply to each requested support activity.

4.2 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-11058 for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.



Mission Support Alliance

- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

APPLICABLE ES&H REQUIREMENTS

	Number	Title
1.	Code of Federal Regulations (CFR) – http://www.gpo.gov/fdsys/search/home.action Title 29 Labor, Part 1910	Occupational Safety and Health Standard
2.	CFR Title 29 Labor, Part 1926	Safety and Health Regulations for Construction
3.	CFR Title 10 Energy, Part 851	Worker Safety and Health Program

4.3 Quality Assurance (QA) Requirements

The work activities for this statement of work shall be performed in accordance with any and all applicable MSA Quality Assurance Program and procedures. Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings and specifications.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements.



Mission Support Alliance

The following types of training qualifications are required:

5.1.1 Training Requirements:

A. Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).

B. The following types of training qualifications are required:

Subcontractor shall participate in the required training designated by the facility. Subcontractor shall contact the BTR prior to start date for instructions and training requirements. An estimated 8 hours of training to be performed on the first day of the on-site visit.

5.1.2 Required Qualifications:

A. The Subcontractor must meet the following minimum qualifications:

- Minimum five years of previous work control experience with a at least one year preventative maintenance coordination experience or an equivalent combination of experience, training and/or education. Must be able to obtain MSA Work Planner qualification.
- All other qualifications and experience for exempt and non-exempt positions shall be consistent with the guidelines identified in MSC-PRO-046, Revision 6, *Compensating Exempt and Non-Exempt Employees*.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services for details.

A. For any on site work, see Special Provisions – On-Site Services SP-5 for details.

B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.

C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.



Mission Support Alliance

5.3 Work Location / Potential Access Requirements

Hanford Site, 200E Area Building MO286

5.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

The overall deliverable is to provide mechanical and electrical work planning support as requested by the BTR, and noted in Section 3.0 of this SOW.

The Subcontractor shall provide a weekly narrative report to the BTR that briefly describes the work performed during that time period.

7.2 Schedule

Start date: **January 3, 2017**

Completion date: **September 30, 2017 ***

(Buyer may exercise one or more options by providing written notice to the Subcontractor prior to the most current Subcontract end date. Lacking written notice by the Buyer, the option(s) will expire with the Subcontract).

* With two option periods to extend on an annual basis through September 30, 2019

Option Period 1: 10/1/2017-09/30/2018

Option Period 2: 10/1/2018-09/30/2019